



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.
Director

ROBIN KAY, Ph.D.
Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director

May 22, 2013

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.
Director

SUBJECT: **NOTICE OF INTENT TO ISSUE WORK ORDER EXCEEDING \$300,000
UNDER THE MASTER AGREEMENT FOR AS-NEEDED STRATEGIC
PLANNING AND RELATED SERVICES (THE INNOVA GROUP)**

This is to advise your Board of our intent to request the Chief Executive Officer (CEO) to amend a Work Order under the Master Agreement for As-Needed Strategic Planning and Related Services (Master Agreement) with The INNOVA Group (Contractor). The Amendment will increase the contract amount by \$99,875, for a total Agreement amount of \$699,875. The period of performance for the amended Work Order is for Fiscal Year 2013-14. In accordance with established Master Agreement guidelines, prior Board notice is required for projects that will exceed \$300,000.

SCOPE OF WORK

The Department of Mental Health (DMH) intends to extend the Agreement with the Contactor from July 1, 2013, to June 30, 2014, to continue services in the following three (3) areas:

AREA 1: SYSTEM LEADERSHIP TEAM (SLT)

Description:

The SLT is a multi-stakeholder body that advises the Director of the County of Los Angeles Department of Mental Health (DMH) on policy and systems changes and monitors the implementation of the Mental Health Services Act (MHSA) Plans. This area includes planning and facilitating SLT meetings and ad hoc committee sessions to advance the work in between meetings.

Objectives:

1. Plan, facilitate, and document ten (10) SLT meetings.

- a) Planning includes meeting with DMH staff and the SLT Agenda Design Team to plan the monthly meetings. Planning activities include pre-meetings (in-person and/or phone calls) and developing agendas and materials (i.e., handouts and PowerPoint (PPT) slides, etc.).
- b) Two (2) hours of planning for each one (1) hour of facilitation, or nine (9) hours of planning and facilitation per monthly SLT meeting.
- c) Meeting documentation consists of producing detailed notes, which amounts to twenty (20) hours per month. Detailed notes include agreements, next steps, and content information for each meeting.

2. Plan, facilitate, and document six (6) SLT sub-committee meetings.

- a) Planning includes meeting with DMH staff and the SLT Agenda Design Team to plan the monthly meetings. Planning activities include pre-meetings (in-person and/or phone calls) and developing agendas and materials (i.e., handouts and PPT slides, etc.).
- b) Two (2) hours of planning for each one (1) hour of facilitation, or six (6) hours of planning and facilitation per ad hoc meeting.
- c) Meeting documentation consists of producing action notes, which amounts to ten (10) hours per month. Action notes include agreements and next steps, but do not include detailed content information.

AREA 2: UNDERREPRESENTED ETHNIC POPULATIONS (UREP) COMMITTEE

Description:

The UREP Leadership Committee's primary purpose is to provide recommendations on how to improve mental health outcomes for underrepresented ethnic populations. The UREP Leadership Committee is a multi-ethnic stakeholder body that advises DMH on critical policy and systems issues to address and reduce disparities impacting ethnic/racial minority groups in the County of Los Angeles. It consists of the leaders of each of the UREP sub-committees: African/African American; American Indian/Native American; Asian/Asian American/Pacific Islander; Eastern European/Middle Eastern; and Latina/o.

Objective:

1. Plan, facilitate, and document seven (7) UREP Leadership Committee meetings.

- a) Planning includes meeting with DMH staff and/or other UREP Committee leaders to plan each meeting. Planning activities include pre-meetings (in-person and/or phone calls) and developing agendas and materials (i.e., handouts and PPT slides, etc.).
- b) Two (2) hours of planning for each one (1) hour of facilitation, or nine (9) hours of planning and facilitation per monthly SLT meeting.
- c) Meeting documentation consists of producing detailed notes, which amounts to twenty (20) hours per month.

AREA 3: MHSA INTEGRATED PLAN

Description:

The MHSA Integrated Plan combines the Community Services & Supports, Prevention & Early Intervention, Innovations, and other MHSA Plans into one (1) structure. This area includes planning and facilitating SLT meetings and creating sub-committees to advance the work in between meetings.

Objective:

1. Plan, facilitate, and document twenty-four (24) MHSA Integrated Plan meetings.

- a) Planning includes meeting with DMH staff and the SLT Agenda Design Team to plan the monthly meetings. Planning activities include pre-meetings (in-person and/or phone calls) and developing agendas and materials (i.e., handouts and PPT slides, etc.).
- b) Two (2) hours of planning for each one (1) hour of planning is calculated at two (2) hours of planning for each one (1) hour of facilitation, or six (6) hours of planning and facilitation per ad hoc meeting.
- c) Meeting documentation consists of producing action notes, which amounts to (ten) 10 hours per month. Action notes include agreements and next steps, but do not include detailed content information.

FISCAL IMPACT

There is no net County cost.

The amended amount of the Work Order will increase by \$99,875, for a total Agreement amount of \$699,875, which will be funded through MHSA.

NOTIFICATION TIMELINE

Consistent with the policy and procedures for the Master Agreement for As-Needed Strategic Planning and Related Services, we are informing your Board of our intention to amend the above mentioned Work Order. If no objection is received from your Board within one (1) week of this filing, we will submit the amended Work Order request to the CEO for review and approval.

If you have any questions or need additional information, please call me at (213) 738-4601, or your staff may contact Angel Baker at (213) 738-4105 or abaker@dmh.lacounty.gov.

MJS:DM:AB:LM

c: Mental Health Deputies
 Chief Executive Officer
 Executive Officer, Board of Supervisors
 County Counsel
 Frank Cheng, CEO
 Robin Kay, Ph.D.
 Dennis Murata, M.S.W.
 Richard Kushi
 Angel Baker